

Pima County
Community Development &
Neighborhood Conservation Dept.

ESG CDBG Technical Assistance
July 17, 2015



Kino Service Center
2797 E. Ajo Way, 3rd Fl.
Tucson, Arizona 85713
(520) 724-3777

Agenda

- Introductions
- 2 CFR 200
- Contract Management Process
- Program Coordination
- Fiscal Requirements
- Plans & Programs
- Summary

CONGRATULATIONS



Introductions

- Agency / Subrecipient Staff
- CDNC Program
Coordinator/Planning Staff
 - Ana Durazo, Outside Agency (OA)
 - Gloria Soto, CDBG Public Facilities
 - Josue Licea, CDBG Public Services & Home Repair
 - John Matheny, Emergency Solutions Grant (ESG)
 - Brianna Addotta, Intern
 - Daniel Tylutki, Program Manager
- CDNC Administration Staff
 - Denise Sauer, Contract Specialist
- GM Finance Staff
 - Claire Bice, Manager
 - Ann Hoover, ESG
 - David Rubio, CDBG
 - Karla Morrison, CDBG

HOLY COW! A Signed Contract.



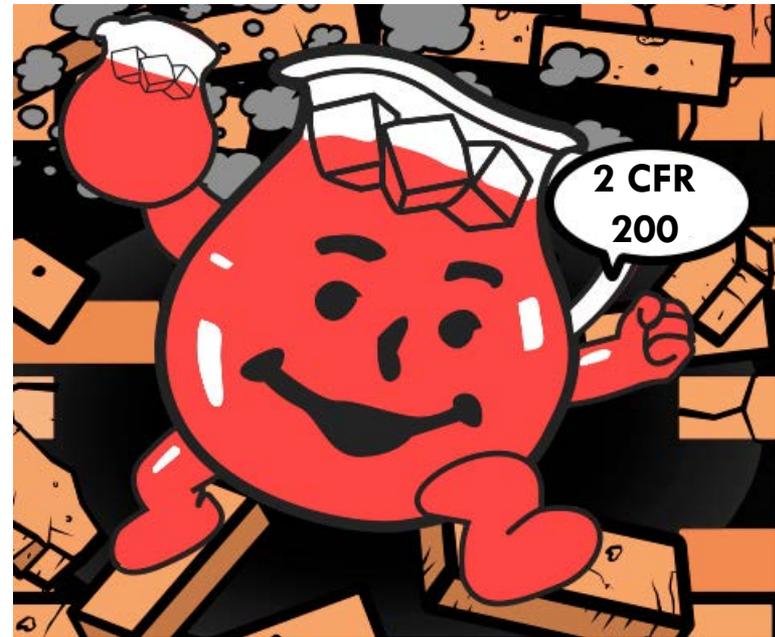
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Contract Management

Contract Management:

2 CFR 200 (NEW)

- Consolidated all previous OMB Circulars
- New Contract Format
- Contractor Vs. Subrecipient
- Agency Risk Assessment
- Aka the *Technical Assistance & Monitoring Plan*
- *PC must monitor Subrecipients every two years*



Contract Management:

“Technical Assistance and Monitoring Plan”

- Facilities and Infrastructure
- Maturity of Organization
- Audit Report
- Relationship w County
- Transparency / Frequency of Reporting
- Previous Expenditure Rate
- Accounting System
- Procurement System
- Program Tracking System



Contract Management:

Notice and Negotiation

- BOS Award Notice > ZoomGrants(?)
- *Technical Assistance and Monitoring Plan Complete*
- PC TA Meeting
- Final Contract Negotiations = PC + Agency Staff
- Contract drafted to incorporate new format:
 - ▣ Project Summary
 - ▣ Goals, Outcomes, Public Benefit identified
 - ▣ Budget
 - ▣ SUBRECIPIENT Shall, COUNTY Shall...

Contract Management:

New Contract Format

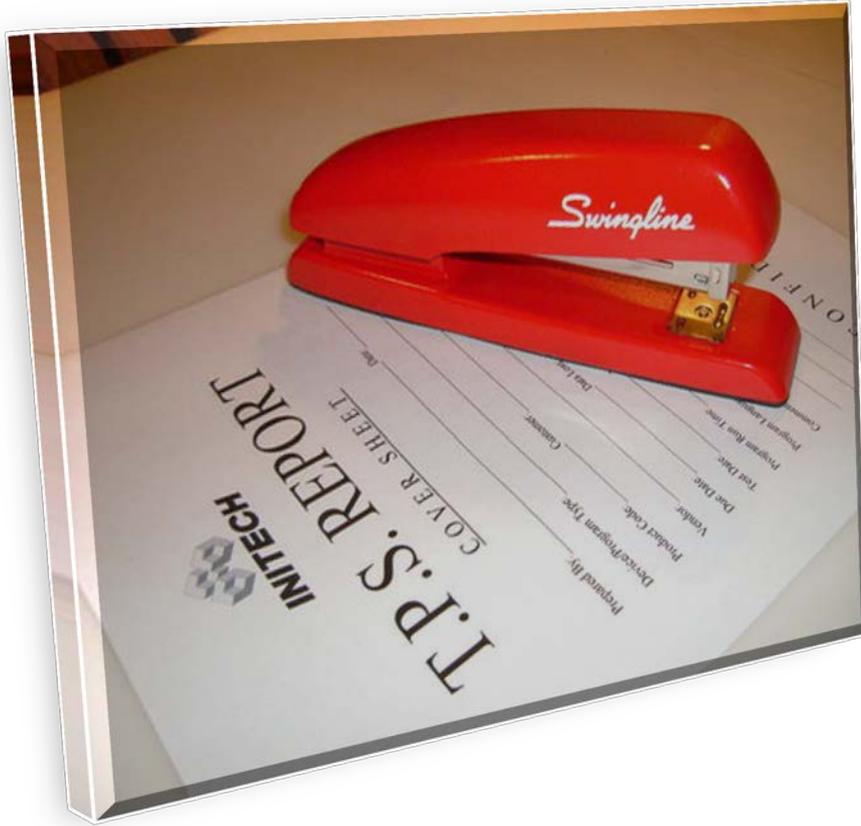
- New Coverpage
- ESG Match Requirements
- Monitoring
- Project Summary (Scope)
 - ▣ Program/Project Title and Location
 - ▣ Program/Project Purpose
 - ▣ Program/Project Goal and Predicted Outcomes
 - ▣ Public Benefit
 - ▣ Metrics Available to measure performance
 - ▣ Reports
 - ▣ Budget
- ZoomGrants incorporation for FY 16/17

Contract Management: Execution

- CDNC Manager reviews, Attorney and Director sign
- CDNC Admin staff (i.e. Denise Sauer) submits 2 originals to Agency for signature with instructions
- Agency must timely sign both and submit 2 originals back to CDNC ATTN Denise Sauer
- CDNC submits signed contracts for BOS Chair signature.
- Fully executed contract processed and 1 original submitted back CDNC
- Original submitted back to Agency signatory
- Original also scanned for CDNC purposes
- All Contracts to start 10/1/15

Contract Management: Other Requirements

- Agency must register electronically as Pima County vendor via VRAMP: <http://www.pima.gov/procure/venreg.htm>
- Agency to submit most recent Fiscal Audit for CDNC file
- Agency to provide proof of insurance
- Agency must be in “Good Status” via Arizona Corporation Commission (ACC)



Program Coordination

Program Coordination:

PC Staff

- CDBG Public Facilities/Infrastructure
 - ▣ Gloria Soto, Program Coordinator
 - ▣ Karla Morrison, Accountant/Compliance Specialist
- CDBG Public Services and Home Repair
 - ▣ Josue Licea, CD Housing Planner
 - ▣ Karla Morrison, Accountant/Compliance Specialist
- ESG
 - ▣ John Matheny, Program Coordinator
 - ▣ Ann Hoover, Accountant/Compliance Specialist

Program Coordination: Duties

- New Contract Format
 - ▣ Term
 - ▣ Scope of Work
 - ▣ Budget
- Submitting and Processing Invoices
 - ▣ Program Review
 - ▣ Fiscal Compliance
- Budget Minor Modifications & Amendments
- Reporting
- Monitoring

Program Coordination: Contracts

- One Year Terms:
 - ESG: Federal Calendar (Oct. 1 thru Sept 30)
 - CDBG: Federal Calendar (Oct. 1 thru Sept 30)
- Scope of Work:
 - ESG: Federal Services and Deliverables
 - CDBG: Public Services
Home Repair or Facilities Improvements
- Budgets: Multiple line items

Program Coordination: Invoice Review

- Program Staff Review:
 - ▣ Service rendered per contract Term
 - ▣ Activities eligible per Scope of Work
 - ▣ Timely monthly billing
 - ▣ Review Reports
- Fiscal Compliance:
 - ▣ Costs eligible and reimbursable per Scope of Work
 - ▣ Review of required and applicable backup documentation for all costs
 - ▣ Direct Time and Effort (T&E) for staff paid staff required

Program Coordination:

Minor Modification & Amendments

- “Minor Mods”
 - Allows budget line item modifications less than 10% of total contract
 - No changes in Purpose /Scope of Work or deliverables
 - Agency requested, CDNC Administratively approved
 - Typically conducted during year end to expend funds
- Contract Amendment
 - Term extensions
 - Substantial changes to Purpose / Scope or Budget Changes over 10%
 - Public Process, BOS Approved
 - Time

Program Coordination: Subrecipient Reporting

- CDBG Public Services:
 - CIRS
 - Quarterly, Year End
- CDBG Home Repair Agencies:
 - CIRS
 - Quarterly, Year End
 - List of completed housing units required with invoices
 - CDNC updates completed units in HUD IDIS
- CDBG Facilities and Infrastructure:
 - Quarterly Narratives from Agency to CDNC
 - CDNC updates accomplishments in HUD IDIS
 - Davis Bacon / Section 3
 - Meet National Objective for 5 years

Program Coordination: HUD Required Remediation Plans

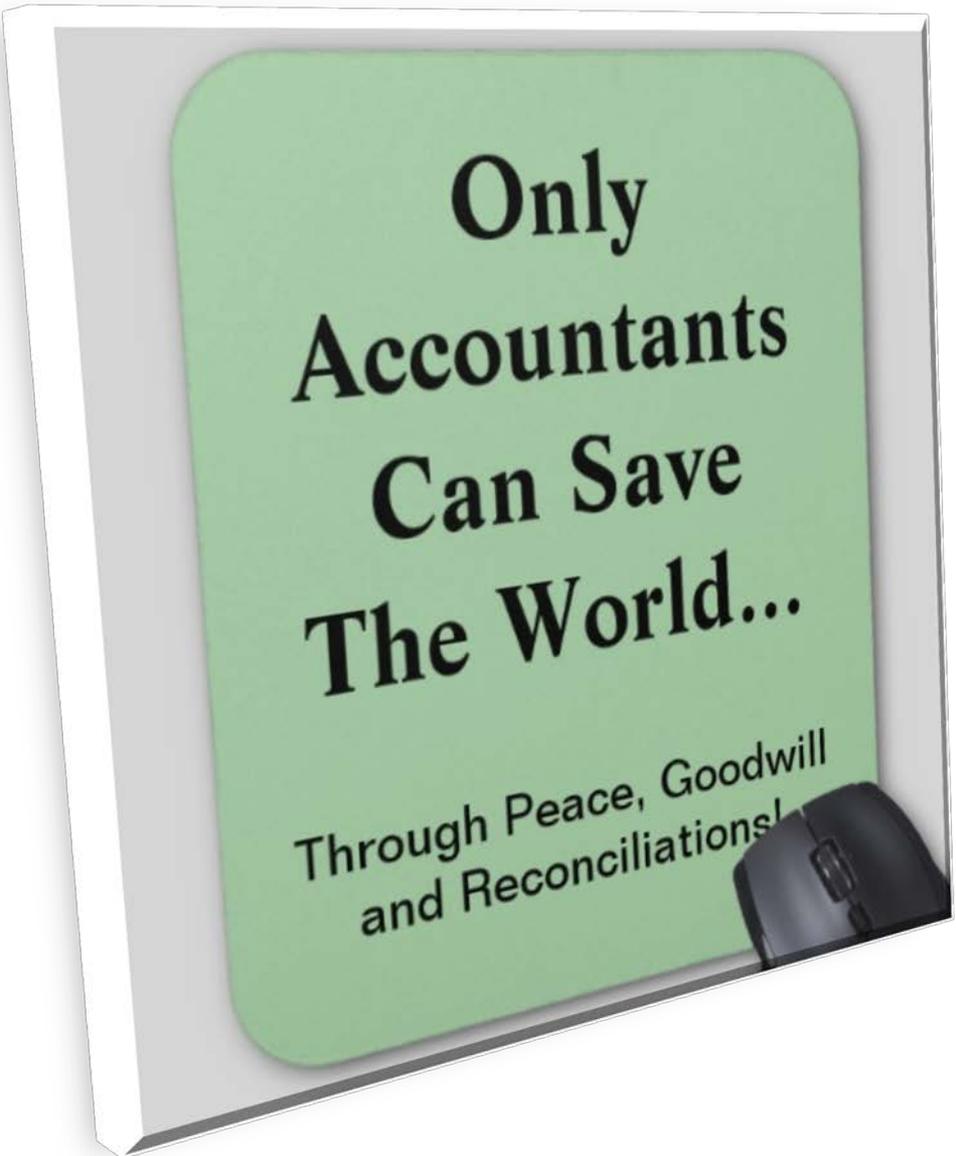
- At Risk Agencies/Projects:
 - 12 months with no funds drawn
 - 36 months with no final accomplishments reported
 - 80% drawn with no final accomplishments reported
- Rethink funding priorities:
 - Can we really fund this agency/project again?
 - Fund strategically to complete projects—specific elements
 - Reprogram within agency
- Worst Case Scenario:
 - Recapture
 - Reallocate



Program Coordination:

ESG Reporting

- HMIS:
 - HUD HMIS (Homeless Management Information System)
 - Quarterly Submittal of Data Quality Report @ 80%
 - Ongoing agency data entry
 - Ensures CAPER Accuracy
 - Licenses and Training required
 - HMIS Pima County Contact: Pam Moseley
Pamela.Moseley@pima.gov; 520.724.3776
- One Year Term = No more roll over
 - Recapture
 - Performing Agencies Rewarded



**Only
Accountants
Can Save
The World...**

Through Peace, Goodwill
and Reconciliations!

*Fiscal
Requirements*

Fiscal Requirements:

Required Backup

- Ensure that supporting documentation are cost eligible and reimbursable per contract term
- Copies of detailed receipts/invoices to support each GL expense
- Note that a credit card statement will not replace need for receipt/invoice
- Copies must be complete and legible
- Receipts and invoices are required even if only requesting a portion of total for reimbursement (ie – allocated costs)

Fiscal Requirements Required

Continued

- Demonstrate expenditure benefits to the program. For example, Party supplies and alcoholic beverages would not benefit any program
- Expenses are listed in the proper categories they are billed for

Fiscal Requirements:

Payroll Expenses Requirements

- Direct hours worked, wage, and signatures for all staff requests.
- Personnel that are charging time to grant are allowed to charge time per contract term.
- Hours must be reported separately for each program, but must account for ALL paid hours.
- Time records must be signed by both employee and supervisor
- Hourly employee rates must be available either on time record or payroll ledger

Fiscal Requirements

Payroll Expenses Requirements Cont.

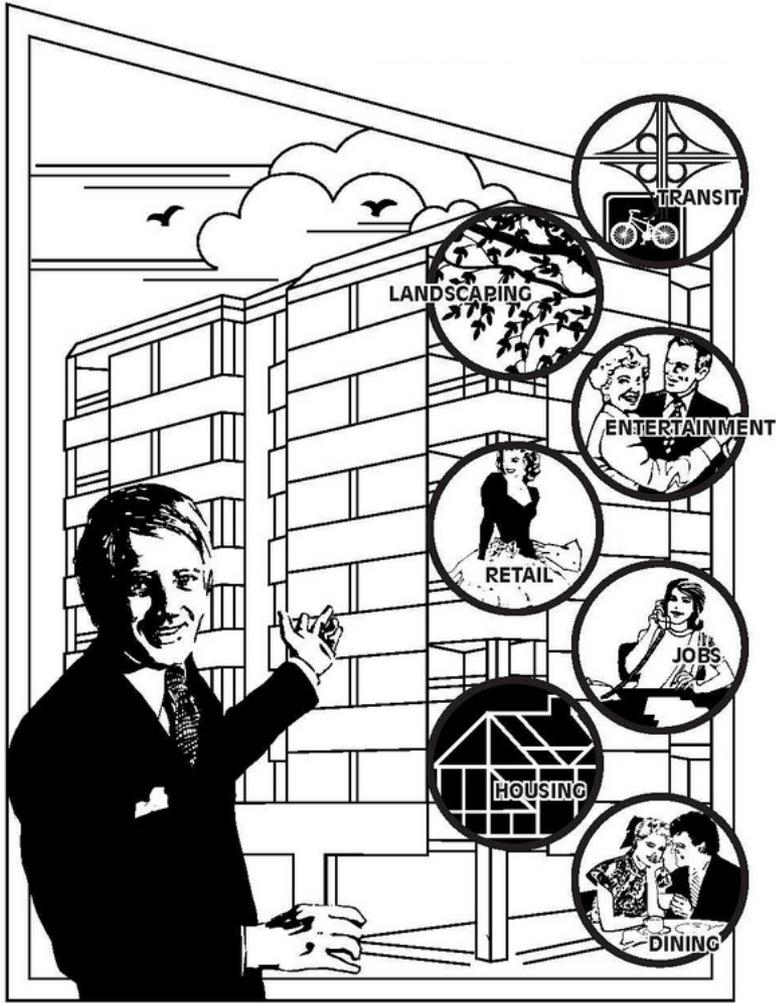
- Payroll expenses cannot be allocated by percentages. They must be actual expenditures for the program and not be used as budget percentages.
- General Ledger must show payment of salary and fringe that are posting to the program.
- Tie out computation of payroll charges. Supporting documentation must show actual hours, and calculations of salary and fringe that tie to the billing.

Fiscal Requirements for Match

- All the requirements that were already discussed are required for match supporting documentation.
- The funding source of match amounts must be identified on the invoice.
- Ensure that expenses that are to be used as match are eligible and have not been used as match in any other grant.

Fiscal Requirements Summary

- **General Fiscal Requirements:**
 - Ensure that receipts and invoices are cost eligible and reimbursable per contract term
- **Payroll:**
 - Direct hours worked, wage, and signatures for all staff requests
 - Personnel that are charging time to grant are allowed to charge time per contract term
- **Match:**
 - Fiscal requirements for Match Supporting Documentation expenses are same as non-payroll and payroll expenses



Plans & Programs

Plan and Programs

- City of Tucson / Pima County Consolidated Plan
 - ▣ Five Year Plan
 - ▣ Goals
 - ▣ Objectives
- Pima County Annual Action Plan
 - ▣ Citizen Participation Plan
 - ▣ Community Planning Application
 - ▣ Recommended CDBG / ESG Projects
 - ▣ Meet Con Plan Goals and Objectives
- Consolidated Annual Performance and Evaluation Report (CAPER)

CDBG Program: Eligible Activities

- Public Services (15% cap)
- Public Facilities and Improvements
- Infrastructure
- Fire
- Housing
- Economic Development
- Land Acquisition
- Demolition
- Brownfields
- Program Administration Costs (20% cap)

CDBG Eligible Activities



Emergency Solutions Grant Program

- Essential Services
- Street Outreach
- Shelter Operations
- Homelessness Prevention
- Rapid Re-Housing
- HMIS



ESG Eligible Activities

- Essential Services
 - Emergency Shelter
 - Homelessness Prevention
 - Rapid Re-Housing
 - HMIS – Homeless Management Information System
 - County Administration (7.5%)
- } \$86,952 max



ESG Program Priorities

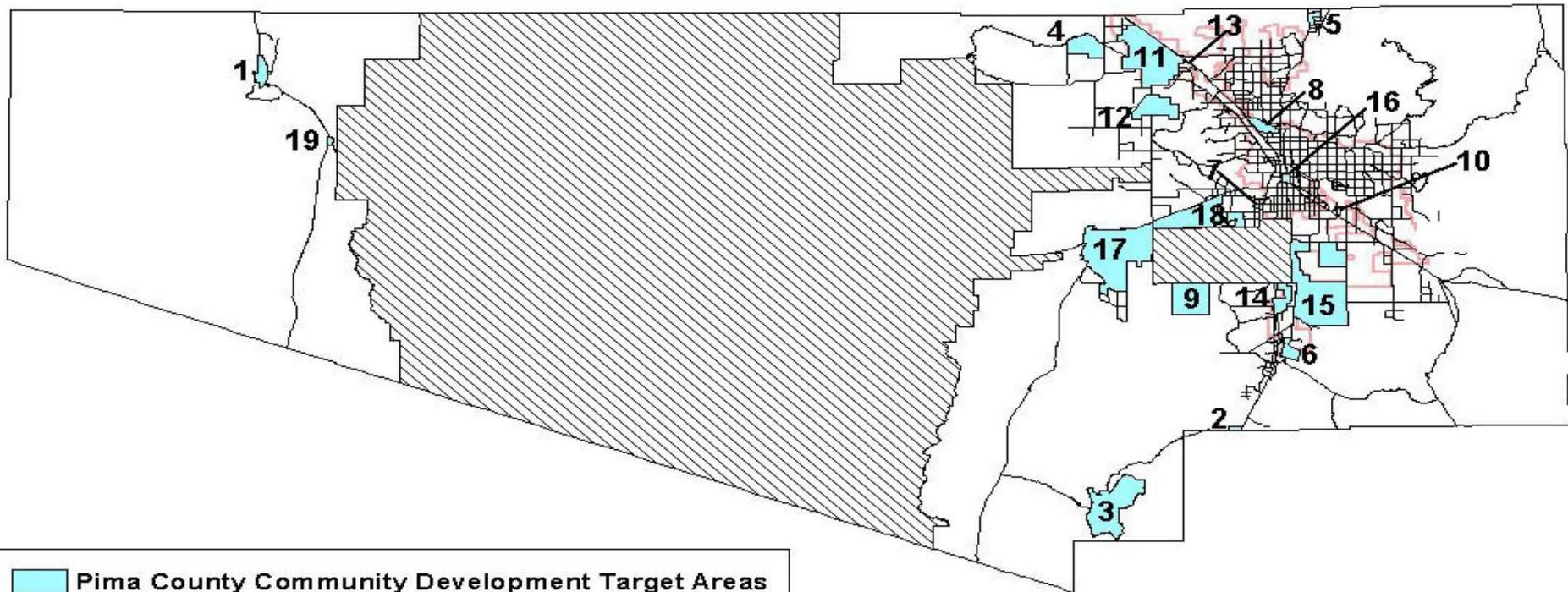
- Emphasize Rapid Re-Housing in unincorporated Pima County.
- Broaden existing emergency shelter and homelessness prevention activities.
- Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.
- Connect unsheltered homeless people with emergency shelter, housing and other critical health services.
- Increase HMIS collection and data analyses for individuals and families who are homeless or at-risk of homelessness

ESG Requirements

- Compliance with HEARTH Act
- Coordination with Continuum of Care, known as TPCH – Tucson/Pima Collaboration to End Homelessness.
- Approval of ESG Program Standards.
- Grantees must participate in HMIS.
- Attempt to End Homelessness in unincorporated Pima County with \$204,473 in ESG.

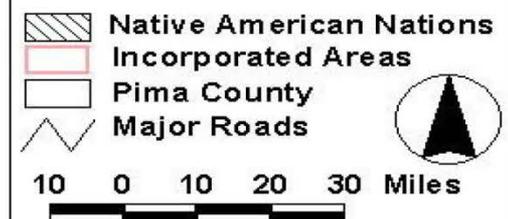
CDBG Target Areas

Pima County Community Development Target Areas



Pima County Community Development Target Areas

- | | |
|------------------|--------------------------|
| 1 Ajo | 10 Littletown |
| 2 Amado | 11 Marana |
| 3 Arivaca | 12 Picture Rocks |
| 4 Avra Valley | 13 Rillito |
| 5 Catalina | 14 Sahuarita |
| 6 Continental | 15 South Nogales Highway |
| 7 Drexel Heights | 16 South Tucson |
| 8 Flowing Wells | 17 Robles Junction |
| 9 Helmet Peak | 18 Valencia West |
| | 19 Why |



CDBG Target Areas

- HUD Data / GIS
- Add New Target Areas:
- Recertify Old Target Areas
- Conduct Community Surveys
- Work directly with Subrecipient

Summary

- Congratulations!
- Meet and Greet!
- 2 CFR 200
- Contract Management Process
- Program Coordination
- Fiscal Requirements
- Plans & Programs
- We are all in this Together!
- Communicate!



QUESTIONS? COMMENTS?

PIMA COUNTY COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION DEPARTMENT

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